



CALIFORNIA DEPARTMENT OF  
**Mental Health**  
**Napa State Hospital**

2100 Napa-Vallejo-Highway, Napa, CA 94558-6293  
(707) 253-5000

Dear Potential Applicant:

Thank you for your interest in the Dietetic Internship Program at Napa State Hospital. We are happy to be considered as an avenue for furthering your education and professional goals.

Enclosed is a brochure describing Napa State Hospital, information concerning the program, and materials for completing the application packet. Please study all materials carefully before applying. More detailed information about Napa state Hospital may be obtained by viewing the web site at [www. dmh.ca.gov](http://www.dmh.ca.gov)

If you have any questions, I can be reached by telephone at (707) 253-5770 or by e-mail at [wpao@dmhnsh.state.ca.us](mailto:wpao@dmhnsh.state.ca.us)

Sincerely,

Wen Pao, M.S., R.D., C.D.E.  
Dietetic Internship Director

Enclosures

## **NAPA STATE HOSPITAL DIETETIC INTERNSHIP PROGRAM**

The Dietetic Internship at Napa State Hospital is an eleven-month generalized program, with an emphasis on psychiatric disabilities, and provides supervised practice experience in food service administration, clinical dietetics and community nutrition. Interns have the opportunity to participate in several unique learning experiences. At our facility special training is provided in treatment of psychiatric/forensic disabled clients. The programs includes experience in community nutrition, this being provided through our affiliations with Head Start and WIC programs.

Guided by the Standards of Education established by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, the program is designed to provide didactic and supervised practice to meet eligibility requirements and to increase the intern's understanding of professional practice. Successful completion of the program enables the intern to receive endorsement to write the Registration Examination for Dietitians.

The Napa State Hospital Dietetic Internship Program is currently granted accreditation status by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 216 W. Jackson Blvd., Chicago, IL 60606-6995, 312/899-4876.

Several program affiliations contribute to expanding the knowledge and professional practice necessary to becoming a competent dietitian. Clinical affiliations include Queen of the Valley Hospital, St. Helena Hospital, Doctor's Medical Center, NorthBay Medical Center and Napa Davita Dialysis Center. Affiliations with Napa Solano Head Start and Solano County Health Department supplement the program's community health curriculum. The program is divided up as follows:

<b>Orientation and Classes</b> _____	<b>2 weeks</b>
<b>Food Service Administration</b> _____	<b>8 weeks</b>
<b>Clinical Management</b> _____	<b>2 weeks</b>
<b>Clinical Nutrition</b> _____	<b>23 weeks</b>
<b>Community Nutrition</b> _____	<b>7 weeks</b>
<b>Education/Marketing/Media</b> _____	<b>1 week</b>
<b>Staff Experience</b> _____	<b>1 week</b>
<b>Elective</b> _____	<b>2 weeks</b>
<b>* Vacation</b> _____	<b>1 week</b>
<b>Holidays</b> _____	<b>13 days</b>

*\* Interns usually take vacation during Christmas*

## **FOOD SERVICE ADMINISTRATION**

Napa State Hospital provides services to approximately 1000 clients daily by using a cook-chill production system. Interns gain hands-on experience with menu planning, large-scale food production methods, purchasing, presentation, personnel, layout and design, management and cost control techniques.

## **CLINICAL NUTRITION**

Experiences include nutritional assessment, development and implementation of nutrition care plans, and individual and group counseling/education. The intern interacts with other health care professionals and is an active member of the interdisciplinary health care team. Clinical practice involves clients in both long-term and acute care medical settings. The intern gains experience in normal nutrition, medical nutrition therapy and nutrition support. Clinical experience includes areas such as Diabetes, Cardiology, Renal, Critical Care, Geriatrics, Oncology and GI Disorders. During this time, interns prepare and present an oral case study to the Dietetic Department staff. Other projects are assigned to reinforce nutrition principles in the clinical setting.

## **COMMUNITY NUTRITION**

Experience will relate the role of the nutritionist in administering nutritional care to individuals in the community and as a resource person for respective agencies and programs.

## **EDUCATION/MARKETING/MEDIA**

The intern will receive didactic and practical experience in education, marketing and media. The intern will learn basic education philosophy and teaching methods, principles of marketing and public relations, and how to work with the media (print, TV, and radio). Practical experience will include development of education materials and presentations, marketing of services and products, and writing articles for print media.

## **STAFF EXPERIENCE**

The intern will be given the opportunity to work independently and use the skills and knowledge gained during the internship.

## **CLASSES**

Interns attend classes, which supplement supervised practice experience. Classes cover a variety of topics to update nutrition information, prepare for planned clinical experiences, and further develop areas of interest. The internship faculty and guest speakers will assist in expanding this portion of experience.

## **ELECTIVES**

Time is set aside at the end of the program year for opportunity to obtain additional experience in individual area(s) of interest.

## **GENERAL INFORMATION/PROGRAM POLICIES**

The internship program usually begins on August 1st and continues through June 30th.

Dorm style housing will be furnished on the hospital grounds. Only interns are allowed to live in this free dormitory. No pets are allowed in the dorms. The dormitory has a kitchen for use by the occupants. All meals will be provided as per site availability. A small educational stipend will be paid monthly.

It is highly recommended that each intern have use of a private vehicle since responsibility for transportation shall be that of the intern. The affiliations are located within a sixty-mile radius of Napa and public transportation is not available. Carpooling cannot be depended on as a means of transportation since each intern's schedule is different.

Health insurance is highly recommended; however, it is not required nor provided. Information will be available on request. The hospital employee's clinic and employee assistance program offers limited services and are available to the interns at no expense.

### **FINANCIAL ESTIMATES**

Tuition	none
Stipend per year	approx. \$ 4,000.00 (subject to change)
Housing	provided at no charge
Meals	provided at no charge

### **EXPENSES PER YEAR**

**	Lab Coat	\$ 50.00
	Laundry	\$ 100.00
**	Affiliate Membership in ADA	\$ 43.00
	Transportation (does not include automobile upkeep & insurance)	\$ 500.00
**	Liability Insurance	\$ 35.00
	CDA-District Membership	\$ 20.00
	Books, Supplies	\$ 300.00
**	Fees for Meetings, Conferences, etc.	\$ 300.00
	ADA Application Fee for Registration (due by the end of the program)	\$ 125.00

### **\*\* REQUIRED FOR ALL INTERNS**

Since room and board are provided, expenses are minimal except for transportation. All interns spend the first 13 weeks of the internship at Napa State Hospital during which time transportation is not required.

## **ELIGIBILITY REQUIREMENT FOR ADMISSION**

In order to be eligible for admission to the program, the student must possess a Baccalaureate Degree and meet requirements of didactic program in Dietetics. Curriculum must be completed at an American Dietetic Association accredited college or university. A G.P.A. of at least 3.0 in core subjects and an overall G.P.A. of at least 2.7 is mandatory.

***NAPA STATE HOSPITAL IS AN EQUAL OPPORTUNITY EMPLOYER***

## **FOR ADDITIONAL INFORMATION, PLEASE CONTACT:**

Wen Pao, Dietetics Internship Director  
Dietetics Department  
Napa State Hospital  
2100 Napa Vallejo Hwy.  
Napa, CA 94558-6293

Tel: (707) 253-5428  
Fax: (707) 254-2422  
E-mail: [wpao@dmhnsh.state.ca.us](mailto:wpao@dmhnsh.state.ca.us)

**NAPA STATE HOSPITAL DIETETIC INTERNSHIP  
APPLICATION PACKET CHECKLIST**

Your application packet must contain the following items to be complete:

- \_\_\_\_\_ 1. All materials must be submitted in one packet.
- \_\_\_\_\_ 2. Your application packet should be sent by Certified Mail to:  
**Dietetic Internship Director  
Dietetics Department  
Napa State Hospital  
2100 Napa Vallejo Highway  
Napa, California 94558-6293**  
  
\*\*\*\* Packets must be **postmarked by February 15, 2009.**
- \_\_\_\_\_ 3. Signed "Dietetic Internship Program Application" form. The form can be downloaded from <http://www.DEPPDG.org>
- \_\_\_\_\_ 4. Resume or Vita.
- \_\_\_\_\_ 5. The present address and telephone number on your application form will be used to contact you if necessary.
- \_\_\_\_\_ 6. Personal Letter. This should be an original. See the next page for guidelines.
- \_\_\_\_\_ 7. You and your Didactic Program Director must sign your "Declaration of Intent to Complete Degree and ADA Minimum Academic Requirements." Graduates should send a signed Verification Statement.
- \_\_\_\_\_ 8. Official college transcripts of all schools attended. These may be photocopies.
- \_\_\_\_\_ 9. Three letters of recommendations. These may be photocopies.
- \_\_\_\_\_ 10. Enclose a check or money order for the application fee of **\$65.00, which is not refundable. Do Not Send Cash!** Make check or money order payable to ***Napa State Hospital.***
- \_\_\_\_\_ 11. All applicants to Dietetic Internships (DI) and most Pre-professional Programs (AP4) must participate in computer matching. Applicants should request instructions and a mark/sense card to prioritize their DI or AP4 preferences. Applicants should request this material from any ADA-approved Didactic Program in Dietetics or from D&D Digital Systems. This request should be made to allow turn around time for submitting by **February 15, 2009, postmark deadline.** There is no charge for this material. However, there is a \$50.00 charge for computer matching that is due with the applicant's prioritized ranking.  

**Address request to:**  
**D & D Digital Systems  
304 Main St., Suite 301  
Ames, Iowa 50010-6148  
(515) 292-0490 (phone)  
(515) 663-9427 (fax)  
E-mail: [dnd@netins.net](mailto:dnd@netins.net)**
- \_\_\_\_\_ 12. If you want your application returned, please include a large, self-addressed envelope with sufficient postage. Letter of reference will not be returned.

**PERSONAL LETTER**

Your personal letter **should be typewritten using size 12 font, double-spaced on 8-1/2" x 11" paper and should not exceed 2 pages.** Please follow standard business letter format and **be sure to send the original copy.**

**Please include** the following information in your letter.

1. Why did you choose dietetics as a profession?
2. Why have you chosen this internship?
3. Describe educational and professional goals.
4. Explain how you are unique.
5. Discuss your strengths and limitations.
6. In the event that you do not receive a dietetic internship appointment at this time, what are your future plans?

You must address **ALL** questions in your letter, in order to be considered.

You are encouraged to include any other information that you feel would be useful to the selection committee in considering your application.

### **LETTERS OF RECOMMENDATIONS**

Your letters of recommendations, using the "ADA Recommendation Form", should be completed by persons who have knowledge and experience regarding your scholastic and/or job performance. *The person writing the recommendation should also be able to address your ability to communicate, to effectively interact with other people and why the Napa State Hospital Internship Program would be a compatible match.*

Three letters of recommendations are required: one prepared by a college instructor in Nutrition/Dietetics, one by a college instructor in Food Service Management, and one letter prepared by an employer, job, or volunteer work supervisor. It is desirable to have at least two of your three letters written by a Registered Dietitian.